

OFFICE OF REPORTS AND ESTIMATES

3-48

~~Planning Procedure 8-48~~
O.R.E. Instruction No. 51-47

Adm. Memo. 3

1 October 1947

SUBJECT: Monthly Status Reports on Staff Intelligence

In order to assist in the scheduling and control of staff intelligence projects within the Headquarters and Branches of ORE, status reports as of the first of each month will be prepared by concerned ORE activities beginning with 1 October 1947.

Forms for this purpose, as shown in the enclosures hereto, will be furnished to each Branch and to each Group of the Consultants Panel.

Enclosure A will be used to report the status of Situation Reports from the time that drafting is begun until each Report has been transmitted to the Reproduction Division for publication.

Enclosure B will be used to report the status of all other types of staff intelligence projects, including ORE Special Reports, comments on SWNCC papers, etc. Each such project will be included in this report from the time that it is initiated until its completion by ORE, i.e., until it has been sent to the Director for signature or to Reproduction Division for publication.

On the first of each month, each Chief of Branch or Group of the Consultants Panel will submit to the Estimates Group completed copies of the enclosed reports on staff intelligence projects for which his Branch or Group is responsible. The Estimates Group will promptly prepare a consolidated status report therefrom for submission to the Assistant Director, R&E, through Plans and Policy Staff.

Any questions concerning the use of these forms should be discussed with the Estimates Group.

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THEODORE BABBITT
Assistant Director
Reports and Estimates

Enclosures:
Form A and Form B

DOCUMENT NO. 15
NO CHANGE IN CLASS. ☐
DECLASSIFIED
CLASS. CHANGED TO: TS & C
NEXT REVIEW DATE:
AUTH. APR 78 24
DATE: 7/22/79 REVIEWER: 006514